



TOWN OF EAST WINDSOR

Board of Assessment Appeals

11 Rye St. - Broad Brook, CT 06016-9553

Phone - 860.623.8878

Fax - 860.623.4798

ASSESSMENT APPEAL APPLICATION

Grand List of October 1 & Motor Vehicle Supplemental List

Note: Application must be received in person or via fax in the Assessor's Office
by 4:30 p.m. February 20th

Property Owner(s): _____

Motor Vehicle (one vehicle per application)

Year _____	Make _____	Model _____
Plate # _____	VIN # _____	

Real Estate (one parcel per application)

Property Location:	_____
Map / Block / Lot	_____ / _____ / _____

Personal Property (one account per application)

Business Name & Location:	_____

Reason for Appeal: _____

Owner's estimate of value: \$ _____

Information/notice to be sent to: (Please print)

Name - _____

Mailing Address - _____

Phone # _____ Fax # _____

Signature of property owner

Date

Please specify preferred
appointment time -

Monday -
Friday
5:30pm to
8:30pm

Saturday
9am to 12
Noon

Day/Time
Requested:

Time Slots are in 15 minute increments - Requested time not guaranteed

OWNER'S CERTIFICATION FOR AGENT

I, _____ being the legal owner of the above-mentioned
taxable property, hereby authorize _____ to act as
my agent in all matters before the Board of Assessment Appeals of the Town of East Windsor.

(Owner's signature authorizing Agent's Service)

For Board Purposes Only

Unique ID # _____ List # _____

Place: East Windsor Town Hall - 11 Rye St. - Broad Brook, CT

Date: Monday / Tuesday / Wednesday / Thursday / Saturday - March _____

Time: _____ A.M. / P.M.

BOARD OF ASSESSMENT APPEALS TOWN OF EAST WINDSOR, CT

GENERAL GUIDELINES FOR BOARD OF ASSESSMENT APPEAL APPLICATIONS

1. The Application form must be completed in full and received in the Assessor's office by 4:30 p.m. on Wednesday, February 20TH for the Spring Hearing Session or at the September Motor Vehicle Only Session. You will be notified in writing concerning your scheduled hearing date & time for the Spring Session.
2. If appealing more than one account – a separate Application for Appeal must be filed for each account/property.
3. September Hearings are held on a First Come, First Serve basis. A sign in sheet will be provided.
4. At the time of your Hearing, you must be prepared to leave at least one (1) copy of all documentation presented to the Board of Assessment Appeals for their records. Examples of documentation to be submitted are not limited to the following:
 - a. Appraisals;
 - b. Photographs, if necessary;
 - c. Records for high mileage relating to automobiles (oil change &/or garage receipt bill showing the mileage);
 - d. Fixed asset listings and depreciation schedules for personal property; and
 - e. Income and expense statements.
5. You must prove to the Board of Assessment Appeals that your property has been assessed too high as of the pertinent Grand List date.
 - a. In the case of a real estate appeal, the pertinent Grand List date would be the Revaluation date of 10/1/2017.
 - b. All proof must be dated at or about October 1st.
6. All documentation presented, both written and oral, is subject to the Freedom of Information Act.
7. If you send an agent to represent you in your appeal, you must provide the authorization for the agent to act on your behalf. (Agent's Certification is located on the bottom of the Appeal Application form)
8. Appeals from the decision of the Board of Assessment Appeals are to be served in accordance with Connecticut General Statutes §12-117a, within two (2) months of the Board's action.